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(This Notice Expires 1 May 1961)

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE  
No. 10-400-3

SECURITY  
26 April 1961

BUILDING EVACUATION PROCEDURES

28 April 1961

On Friday, 28 April 1961, the Agency will participate in a city-wide air raid evacuation drill at 1500 hours. For purposes of this drill only, the following procedures should be followed by all personnel of the Steuart Building:

1. All working areas will be evacuated, but the building will not be vacated.
2. All personnel will use Stairwell No. 1 - (East).
3. At the sound of the alarm personnel will:

(a) Secure Area

Secure classified material and lock all safes.  
Check floor, desks, safes and table tops, etc.

(b) Disconnect electric appliances.

(c) Escort all visitors.

(d) Do not use telephones following the sounding of the alarm.

4. Walk to Stairwell No. 1 - (East) and descend in the following manner:

(a) Fifth and seventh floor occupants keep to the right; fourth and sixth floor occupants keep to the left.

(b) All fourth floor occupants will report to Stairwell area No. 1 between the ground floor and mezzanine landing and await the all-clear signal.

(c) All fifth floor occupants will report to Stairwell area No. 1 between the mezzanine landing and second floor and await the all-clear signal.

(d) All sixth floor occupants will report to Stairwell area No. 1 between the second and third floors and await the all-clear signal.

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(e) All seventh floor occupants will report to Stairwell area No. 1 between the third and fourth floors and await the all-clear signal.

(f) Receptionists and persons in the lobby inside the turnstile will walk immediately to the main stairwell and ascend to the second landing to await the all-clear. Receptionists will secure all classified matter in their possession and lock booth.

(g) Elevator operators and passengers will descend to the ground floor and follow the above procedure.

(h) The lobby guard will unbar and latch open the emergency exit doors, lock the turnstile and escort all unregistered personnel in the lobby to the main stairwell between the ground floor and the first landing. The guard will take with him all classified material in his possession.

(i) The receptionist will prepare a list of names and addresses of all unregistered personnel in the main stairwell.

(j) Floor Wardens -

The floor wardens will ascertain that their respective floors are clear and then check the area to see that all areas are secure. Each in turn will report to the floor warden below that their area is clear. Floor Warden designee, fourth floor, will report to #2 Stairwell and remain at the barred door between the third and fourth floors. DO NOT unbar the door.

5. A current list of Emergency Evacuation Officers, which should be retained on file, will be distributed separately.



Executive Director

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Distribution #3

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